

## Submission Guidelines for the 2009 *Hinckley Journal of Politics*

The *Hinckley Journal of Politics* strives to publish scholarly papers of exceptional caliber, promoting the intellectual talents and understanding of University students in the fields of politics and government, international relations, and humanitarian aid. Contributing articles should address relevant issues by explaining the key problems and potential solutions. Papers should adhere to the highest standards of political research and analysis. The *Journal* covers local, national, and international issues, and embraces diverse political perspectives. With this publication the Hinckley Institute hopes to encourage reader involvement in the world of politics.

### Submissions should adhere to the following guidelines:

- Include a cover page listing:
  - Title of paper
  - General paper topic (e.g. international relations, comparative government, etc.)
  - Author's name, full address, phone and email
- Do NOT include the author's name on any subsequent pages
- The body of each submission should:
  - Include the title at the top of the first page
  - Have page numbers, 12 point font, and one-inch margins
  - Be formatted in a single column and printed on single-sided paper
  - Use parenthetical references throughout (refer to the *Hinckley Style Guide* below), including a bibliography
  - Remain between 10-30 pages but no longer, please

**Submissions not meeting these guidelines may be returned for additional editing or may be rejected.**

**\*\*\*ALL papers accepted for publication will be scanned with anti-plagiarism software\*\*\***

Please also note the following:

- Submission of papers with topics relevant to or addressing Utah issues is especially encouraged
- Papers addressing political issues from all undergraduate disciplines are welcome
- Papers are being submitted to an academic journal, and are therefore expected to meet the general standards of academic scholarship. Please ensure that the tone, voice, format, references, and other elements employed in your paper are of an academic quality

**SUBMISSION DUE DATE:** Friday, December 19, 2008

Please submit all papers to:

**Hinckley Institute of Politics**

OSH 253 • 581.8501

[www.hinckley.utah.edu/publications/journal](http://www.hinckley.utah.edu/publications/journal)

## Excerpts from the *Hinckley Style Guide*

### Using the Introduction to the Paper Effectively

Your introduction should clarify the paper's topical focus, explain why the topic is important and worth researching/writing, and identify the methods employed in its production (i.e. how you researched the topic).

### Documentation by Parenthetical Referencing

The referencing style employed by the *Journal* is parenthetical, rather than footnotes or endnotes. Place the author's last name followed by the date (year) of the source, then a comma, then the page number(s) inside parentheses in this fashion: (Smith 1994, 10). Do not include p. (for page) or pp. (for pages). The parenthetical reference should go outside any quotation marks, but inside the period ending a sentence in this fashion: Recent research has shown that "children under eighteen are more susceptible to violent images than are adults" (Barry 2001, 166). Multiple sources should be included within the same parentheses separated by semicolons. A work with two authors should list both: (Cobb and Ford 1999, 3). Works with more than two authors should list the first author followed by "et al.": (Johnson et al. 1976, 45). Refer to the full style guide for more complete guidelines.

### Including a Bibliography

The heading chosen for the bibliography is: **References**. Entries are arranged alphabetically by the authors' last names, with multi-authored items appearing by the name of the first author. Subsequent authors of a work are listed by first name first, with an "and" before the name of the last author: Arrington, Leonard J., Feramorz Y. Fox, and Dean L. May. The first line of an entry is placed at the left margin, and any subsequent lines are indented. Names of whole works (e.g. books, journals, newspapers, etc.) should be italicized, while articles and journal or book entries should be inside quotation marks. Refer to the full style guide for more complete guidelines.

### Direct Quotations and Paraphrasing

Always include another author's words in quotation marks (""). When quoting an author who is in turn quoting someone else, use both regular and single quotation marks: Smith claimed "the doctor told me 'you are going to die.'" Quotations four lines in length or longer should be single-spaced and indented from both sides. See the full style guide for a discussion on the importance of properly paraphrasing an author.

### Using Subheadings and Formatting Paragraphs

Your paper should employ subheadings to help organize it and enhance its readability. Capitalize the first letter of each word in the subheading (except for prepositions, conjunctions, and articles). Center and boldface first-level subheadings, and include an extra vertical space below. Left justify and boldface second-level subheadings, and include a space above but not below. Indent the first line of all paragraphs, except those immediately following a subheading. Do not put extra vertical space between paragraphs. Paragraphs should not normally be longer than one page.

### Grammar and Punctuation

Please carefully proofread your paper before submission. Any grammatical and/or punctuation errors will severely damage your credibility as an author and may unduly prevent your paper from receiving unbiased consideration by the editorial board. Also, scholarly papers generally use a formal voice. Therefore contractions (isn't, wasn't, don't, etc.) and referring to the author in the first person (I think, I believe, etc.) will detract from your paper's overall authority.